

**Associated Students  
Western Washington University  
CO-SPONSORSHIP AGREEMENT**

*The purpose of this agreement is to serve as a framework for the development of an effective working relationship between Associated Students organizations and other campus organizations. This form does not constitute a contractual agreement, but serves to formalize the responsibilities of those parties entering into a co-sponsorship relationship. In order for the co-sponsorship concept to function effectively, it is important that groups strive to keep the lines of communication open. The delegating of responsibilities on this form will hopefully prevent misunderstandings which could jeopardize program quality.*

*Before getting into the details of the co-sponsorship agreement, it is important for the parties involved to discuss their goals for the event, what they hope to gain from the co-sponsorship, and what they can contribute to the co-sponsorship.*

**CO-SPONSORSHIP AGREEMENT DETAILS**

**GROUPS INVOLVED**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**EVENT INFORMATION**

Event Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ticket Price(s): \_\_\_\_\_  
Place: \_\_\_\_\_

**EXPENSES**

*Please indicate below who is responsible for what costs, or what the terms of the financial agreement are (attach an additional sheet if necessary)*

	<b>Amount</b>	<b>To Be Paid By</b>
Performer/Speaker/Film Fee(s)	_____	_____
Travel Expenses	_____	_____
Publicity	_____	_____
Hospitality	_____	_____
Lodging	_____	_____
VU Event Services	_____	_____
Custodial Services	_____	_____
Other costs:	_____	_____
	_____	_____
	_____	_____

If one group is contributing a flat fee to the event, indicate who and how much:

\_\_\_\_\_

Describe below how any profits will be distributed or losses will be covered:

*continued on back*

## DELEGATION OF RESPONSIBILITIES

*Indicate below who is responsible for the following responsibilities:*

Negotiation with Agency/Performer(s) and Contracts: \_\_\_\_\_

Facility/Equipment/Change Fund Reservations: \_\_\_\_\_

Arrangements with VU Event Services (set, tech, security): \_\_\_\_\_

Budget/Additional Fundraising/Expenditure Requests: \_\_\_\_\_

Hospitality/Lodging/Travel Arrangements: \_\_\_\_\_

Publicity:

Posters: \_\_\_\_\_

Press Releases: \_\_\_\_\_

KUGS (promo, public service announcement): \_\_\_\_\_

Submit info to PC Public Relations for Website, inclusion  
in A.S Review calendar (as.pcpublicrelations@wwu.edu) \_\_\_\_\_

Western Front (press release, advertising): \_\_\_\_\_

Banner (reservations, making & hanging banner): \_\_\_\_\_

Sandwich Boards: \_\_\_\_\_

WWU Event Calendar (west.wwu.edu/ucomm/calendar.asp) \_\_\_\_\_

Email to distribution lists: \_\_\_\_\_

Facebook promotion \_\_\_\_\_

Announcements to relevant faculty/classes: \_\_\_\_\_

Other publicity: \_\_\_\_\_

Advance Ticket Sales (if needed): \_\_\_\_\_

Parking Arrangements: \_\_\_\_\_

A.S. Transfer of Funds Form: \_\_\_\_\_

Day of Event Responsibilities:

Meet/pick up performer: \_\_\_\_\_

Introduce performer/Emcee for event \_\_\_\_\_

Stage Manager \_\_\_\_\_

Pick up check to pay performer(s) \_\_\_\_\_

Follow-up (return equipment, thank you notes, etc...): \_\_\_\_\_

Event Evaluation \_\_\_\_\_

Other responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### AGREED TO BY:

\_\_\_\_\_  
Name/Signature Organization Date

\_\_\_\_\_  
Name/Signature Organization Date

\_\_\_\_\_  
Name/Signature Organization Date